

OFFICE MEMORANDUM

United States Government

COPY

TO : Chief, FBIB

FROM : Chief, Communications

SUBJECT: 'Resume' of Plans for Cryptographic Communications of FBIB London

1. The following is a resume' of the plans for cryptographic communications for FBIB London. The problem involves two categories of traffic; one for the handling of [] administrative office; the other for the handling of broadcast material.

25X1

A. There is a requirement for the encipherment of an estimated 1000 groups per week of classified administrative traffic. This traffic is to be transmitted between Washington and London. The cryptographic system to be used will be the one-time pad. The personnel to operate the system will be the American personnel now assigned to [] administrative office.

25X1

B. There may be another requirement for the encipherment of approximately 5000 groups of broadcast material per day. This traffic originates at Cyprus or Caversham, is transmitted to London in the clear via British cable and is then to be enciphered and transmitted via radio teletype to Washington. The cryptographic system to be used is the scrambled teletype tape method known as a SIGTOT system. The British teletype personnel presently assigned to the transmission of FBIB traffic will operate these crypto devices. It is intended that additional personnel will be assigned to the London office by FBIB as necessary to assist with the increase in work.

COMMUNICATIONS OFFICER RESPONSIBILITY

2. In order to reduce administrative detail and extra correspondence in so far as the office chief is concerned and in order that a more personal responsibility for registered materials may be fixed, one of the persons actually doing the crypto work should be designated as the communications officer. This person must be an American. This person will be directly responsible to the Communications Division for all cryptographic materials issued to FBIB in London, for submitting a number of required reports, and for complying with cryptographic procedures as set forth in cryptographic procedure documents supplied to each office. A cryptographic correspondence channel between the Communications Division and the communications officer will be established. This correspondence will be maintained in a separate file to which only the communications officer and the office chief have access.

3. It is recommended that [] appoint Miss Forbes to this job initially, since she is one of the first persons to be given cryptographic training. When the broadcast material part of the project

25X1

0201000

SECRET

0201000

X-101

gets under way, it will be necessary that another person more closely connected with the transmission of the broadcast material be appointed as communications officer. It is suggested that an American teletype operator be assigned to work with the British teletype operators and that the American be given this communications officer responsibility. Miss Forbes would continue to do the cipher work for the administrative traffic but the American teletype operator would have over-all responsibility to the Communications Division on cryptographic matters.

TRAINING OF PERSONNEL

4. At least two Americans in the administrative office should be thoroughly trained in the operation of cryptographic systems for the handling of administrative traffic, and in addition, the chief of FBIB London should be briefed in the cryptographic procedures for both types of traffic. This will assure the continuance of communications despite illnesses and leaves on the part of communications personnel.

5. [] is at present being trained in the Communications Division cryptographic school. His training will include both the one-time pad system and the one-time tape system. This training is given with the idea that he will be able to assist with the training of London personnel in the initial stages. He will also be able to perform cryptographic duties in the event of the illness or leave of of regularly assigned crypto personnel.

25X1

6. OSO Personnel in London will brief [] and train [] in crypto systems and their application. [] will do all of the cryptographic work for the administrative traffic of the London FBIB office. Cryptographic material and instructional documents for this training to be conducted in London are being prepared and will be forwarded to the OSO London office when completed.

25X1
25X1

7. Other OSO personnel will conduct the one-time tape training of the teletype operators who will be handling the broadcast material. Cryptographic materials and instructional documents for the conducting of this training will be prepared and will be forwarded to the OSO London office at the appropriate time.

CRYPTOGRAPHIC CLEARANCES FOR AMERICAN PERSONNEL

8. CIA requires that all personnel assigned to cryptographic duties be granted cryptographic clearances similar to those required by the Army and the Navy. To date, [] are the only persons who have been granted clearances and are authorized to have access to the cryptographic material that is being supplied for the administrative traffic. No other personnel in the FBIB London office are authorized to have access to any of the cryptographic materials forwarded to London for use in conjunction with the administrative traffic.

25X1

0000000000

~~CONFIDENTIAL~~

CRYPTOGRAPHIC CLEARANCES FOR BRITISH PERSONNEL

9. FBIB will submit the names of the British teletype operators to the Communications Division who will contact the proper British authorities to obtain the equivalent of a cryptographic clearance for these persons. [] should submit their names as soon as possible.

25X1

CODE ROOM FOR ADMINISTRATIVE TRAFFIC

10. The cryptographic work for administrative traffic must be performed in a locked room and under such conditions that the work cannot be observed through windows, glass doors etc. If necessary, blinds should be drawn. When the cryptographic materials are not being used, they will be placed in a three-way combination safe to which only personnel holding cryptographic clearances will have access.

CODE ROOM FOR BROADCAST MATERIAL

11. The encipherment of broadcast materials by means of SIGTOT will require a crypto room separated from the regular teletype room. This room should be of sturdy construction, preferably with masonry walls with a heavy wooden or steel door fitted with a three-way combination lock. All windows should be protected by grille and covered with curtains. The room should be provided with a three-way combination safe of American manufacture or equivalent to be used for storing cryptographic material. Personnel, other than those assigned to cryptographic duties, will be excluded from this room.

EQUIPMENT AND MAINTENANCE

12. Communications Division will supply two complete sets of SIGTOT equipment to the London office. The Department of State has been asked to authorize its London teletype technician to assist in the initial installation and to train the British teletype maintenance personnel assigned to FBIB in the maintenance of teletype equipment. The Department of State indicated verbally that such an authorization would be granted provided the London Embassy technician is not transferred from London prior to the installation of the equipment.

[] /s/
[]
Chief, Communications

25X1

25X1

0048280
25X1

~~CONFIDENTIAL~~